

WEDDING FORM

ST. JOHN UNITED CHURCH OF CHRIST – MANCHESTER
332 Old Sulphur Spring Road
Manchester, MO 63021-5350
(636) 391-6655

“Marriage is a sacred rite of the church and the very basis of human society and should be held in high honor by everyone. Thus, marriage is not to be entered into unadvisedly or lightly, but reverently, discreetly, and in the love of God.”

WEDDING DATE _____ **TIME** _____

REHEARSAL DATE _____ **TIME** _____

NUMBER OF GUESTS _____ **PASTOR REQUESTED** _____

- The pastors of the church have various commitments. We ask your understanding if it is not possible to honor your request to have a particular pastor officiate at your wedding.
- Please contact the pastor as soon as possible to schedule wedding consultations.
- Since a wedding is a worship service of the faith community and marriage is lived within the setting of the congregation, it is expected that one of the ordained ministers of St. John UCC Manchester will officiate at all weddings held in the church. Clergy of other traditions are welcome to co-officiate in the ceremony if their presence would add richness and meaning to the occasion.

FULL NAME _____

Address _____

Phone _____ E-mail _____
(home/cell/work)

FULL NAME _____

Address _____

Phone _____ E-mail _____
(home/cell/work)

Please place a mark next to the items that apply:

_____ We would like to leave the flowers at church for Sunday morning worship.

_____ We would like to use the kneeler for our ceremony.

_____ (Other): _____

REGULATIONS FOR USE OF FACILITIES:

1. No alcoholic beverages are permitted in the church or are to be consumed on the church grounds or in the parking lot. Members of the wedding party are not to be under the influence of alcohol at the time of the rehearsal or the wedding itself. If they are, the pastor reserves the right to make them leave the church premises. Responsible behavior is required at all times.
2. St. John UCC is a tobacco free environment. No smoking is allowed.
3. No flammable decorations may be used. Fire regulations require that all aisles and exits be clear at all times.
4. For safety reasons rice, bird seed, and confetti are not allowed in or around the building.
5. You are responsible for your own decorations. No nails, tacks, wires or tape are to be used on wooden furniture. Floral containers must be waterproof. All decorations must be removed after the wedding unless other arrangements have been made.
6. Each wedding party is responsible for securing its own caterer should you choose the church fellowship hall for your reception. All caterers are required to remove their own refuse when leaving, and the kitchen and all equipment must be left in proper order. The caterer should contact the church office regarding the use of equipment.

FEES

A non-refundable deposit of \$100 is required to reserve your date. Remaining fees are due **one week before your wedding.**

	<u>FEES</u>
Sanctuary & Balcony (seats 250)	\$500
Fellowship Hall (seats 125)	\$250
Kitchen	\$150
Pastor	\$250
Organist/Pianist	\$200
Caretaker (Sanctuary Only)	\$ 75
(Sanctuary & Fellowship Hall)	\$125

Special note: Please write your checks payable to the appropriate personnel and have them in the church office no later than one (1) week before the ceremony. Thank you!

By signing this application, you agree to indemnify and hold harmless St. John UCC and its members and employees from any liability or injury to any of your guests or attendees. You agree that you are accepting these premises in an "as is" condition without any warranties or representations as to hazards or fitness for the needs for your event. I have read the foregoing and agree to abide by the above guidelines.

SIGNATURE _____

DATE _____